Civilian Personnel Advisory Center

Integrity - Service - Excellence

HR Overview

Martha L. Larson
Director, Civilian Personnel Advisory Center

ARMY Human Resource Goals

- **Achieve and maintain target on-board strength**
- **Workforce that possesses the right proficiency level, motivated to perform, and aligned to mission**
- ***In other words, no hiring gaps and no competency gaps***

Human Resource Mission

Find, Keep, and Grow the Army's Civilian Workforce

Agenda

- Classification
- Staffing
- Management Employee Relations
- Labor Management Relations
- Personnel Systems
- Training

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Classification/ Staffing

CLASSIFICATION

- **What is a Classification: A process through which Federal jobs are assigned to a pay system, series, title and grade**

- **What is a Position Classification Standard: Uniformity and equity in the classification of position by providing a common reference across organizations, locations, and agencies**

Overview of Position Description / Personnel Action

- **Position description**
  Microsoft Office Word Document
- **SF 50**
  Adobe Acrobat Document
- **FASCLASS: https://acpol2.army.mil/fasclass/inbox/default.asp**

CLASSIFICATION

- **Classification – Qualification: Are often confused**
  - **Classification pertains to position or job**
  - **Qualification – evaluation process - skills**

Staffing Goal

Get the Right Person in the right place at the right time

Job Opportunities

- **Promotions**
- **Reassignment**
  - **Renew Resume in CPOL**
  - **Watch for vacancy announcements**
- **Will only be considered for those positions for which you self-nominate and are qualified**

Common Staffing Terms

- Area of Consideration
- Job Analysis
- Candidate Evaluation
- External Recruitment
- Internal Recruitment
- Preference Eligible
- Merit Promotion & Placement
- Competitive or Excepted Service
- Detail
- Temporary Appointment
- Term Appointment

PAY

- **Here at Fort Carson we currently have three pay systems, GS, FWS, and NSPS.**
- **Talk about within-grade-increases – explain waiting periods.**
- **Touch on NSPS – No within-grade-increases – pay for performance system.**

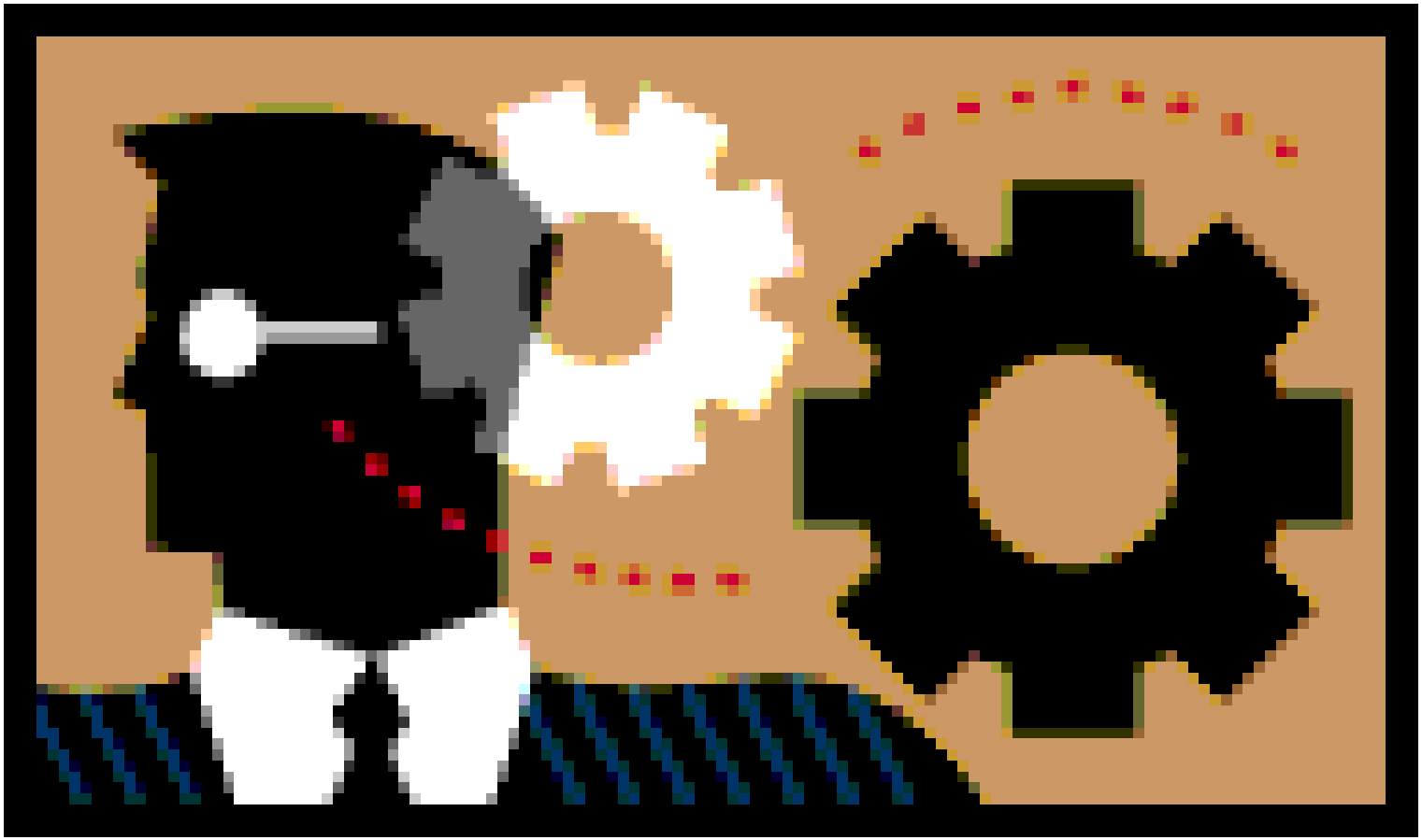
Discussion with Supervisor on First Day of Duty

- ✓ Explanation of duties, provide job description
- ✓ Tour of Duty
- ✓ Leave procedure/approval
- ✓ Breaks, lunch time, facilities
- ✓ Introductions
- ✓ Fire Regulations
- ✓ Acceptable use of Equipment
- ✓ Mission of Installation, section and unit
- ✓ Emergency absence, whom to notify
- ✓ Vacation Schedules, excused a absences
- ✓ Equipment, tools, and supplie
- ✓ Local policies and procedures
- ✓ Safety, Injury reporting
- ✓ Location of Restrooms and break rooms

Discussion with Supervisor Within 30 Days After Reporting

- ✓ Discuss performance evaluation system
- ✓ Sign performance standards
- ✓ Security Requirements
- ✓ Employee Management relations/CPAC
- ✓ Probationary Period
- ✓ Pay Increases, equivalency increases
- ✓ Promotional Opportunities
- ✓ Training opportunities
- ✓ Employee Assistance Program
- ✓ Army Suggestion program

QUESTIONS



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Management-Employee Relations

Mr. Terry Berger - 526-8317

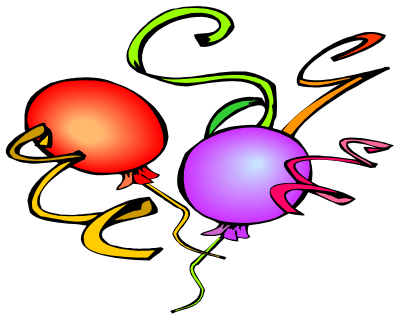
Ms. Carla Guelker - 526-1006

Ms. Jennifer Hagemeier-Robles - 526-4270

Hours

- Administrative work week (0730-1630)
- Uncommon tour of duty
- Alternative Work Schedule
- Lunch Periods
- Rest Periods
- Snow Call
- Overtime
- Night Differential
- Sunday Premium Pay
- Holiday Pay

Holidays



New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Christmas

Leave

- Annual Leave
- Leave Without Pay (LWOP)
- Sick Leave
- Voluntary Leave Transfer Program
- Family and Medical Leave Act
- Other Types of Leave and Absence
  - Military Leave
  - Court Leave
  - Administrative Dismissal
  - Excused Absences

Creditable Service (Mil/Civ)

- **Deposit (Buy Back) for Military Service: Active duty with an honorable discharge. Typically not retirees. www.abc.army.mil/retirements/retire.htm**

- **Service Computation Date (SCD): Earning leave, eligibility for retirement, placement in reduction-in-force.**

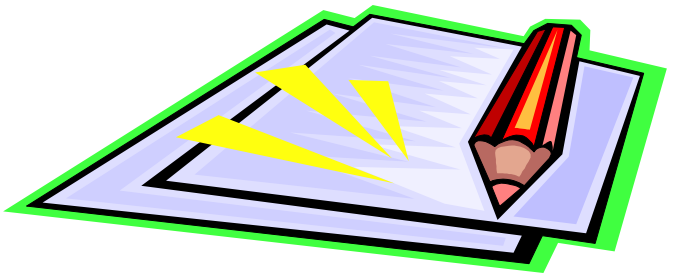
- **Military Retirees: Typically, only service during a war or campaign is credited toward SCD. Complete SF-813, mail to appropriate service branch.**

Retirement

- **Three Systems:**
  - **Federal Employees Retirement (FERS)**
    - **The three components are: Social Security benefits, Basic FERS retirement annuity and the Thrift Savings Plan (TSP)**
  - **CSRS Offset – rehired on or after 1 Jan 84 – break in CSRS coverage more than 365 days**
  - **Civil Service Retirement (CSRS) before Dec 83**
  - **Retirement Tables at www.opm.gov**
  - **More information found at www.abc.army.mil**

Performance Objectives (TAPES)

- **Review Position Description**
- **Discuss job requirements and performance standards/expectations within 30 days**
- **Discuss training needs**
- **Successful performance**
- **Continuous discussion w/ mandatory mid-point**

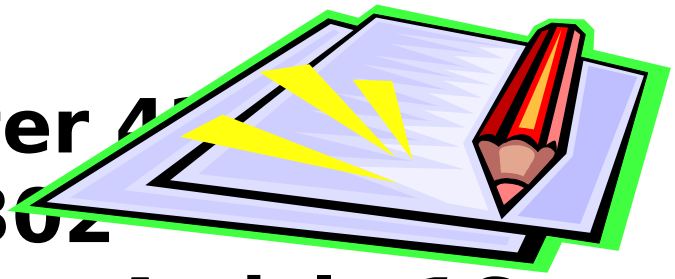


Performance System (TAPES)

SENIOR CYCLE	BASE CYCLE
GS/WS 13 and above 1 Jul – 30 June	GS/WS 6-8 and WG/WL 6 and above 1 Feb – 31 Jan
GS/WS 9-12 1 Nov – 30 Oct	GS/WG/WL/WS 1-5 1 May – 30 Apr

Performance System (TAPES)

TOTAL ARMY PERFORMANCE EVALUATION SYSTEM

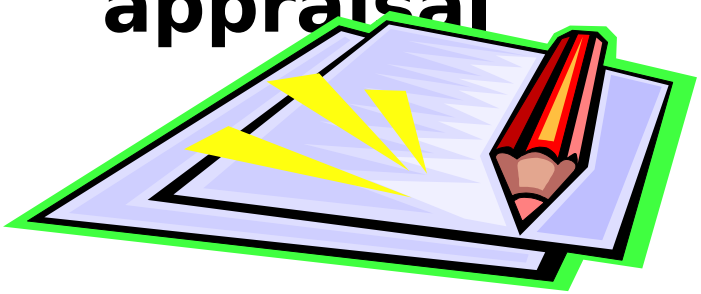


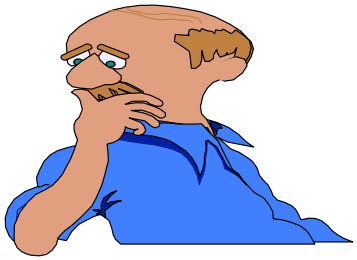
- 5 CFR Part 430
- DoD 1400.25, Subchapter 4
- AR 690-400, Chapter 4302
- Bargaining Unit Contract, Article 16
- www.cpol.army.mil/library/permiss/52.html

- Different forms if in Senior or Base System

Performance Cycle (NSPS)

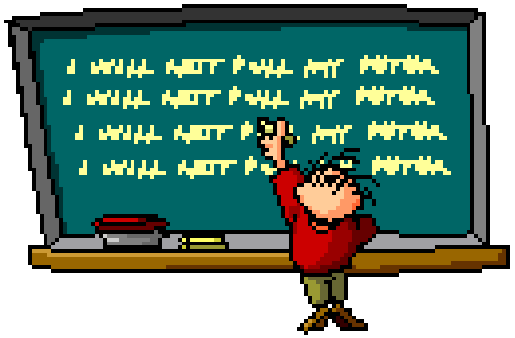
- Cycle 1 Oct – 30- Sep
- Payout is effective in Jan
- Rating on scale 1 - 5
- Use PAA system for performance plan, interim review and annual appraisal





Conduct

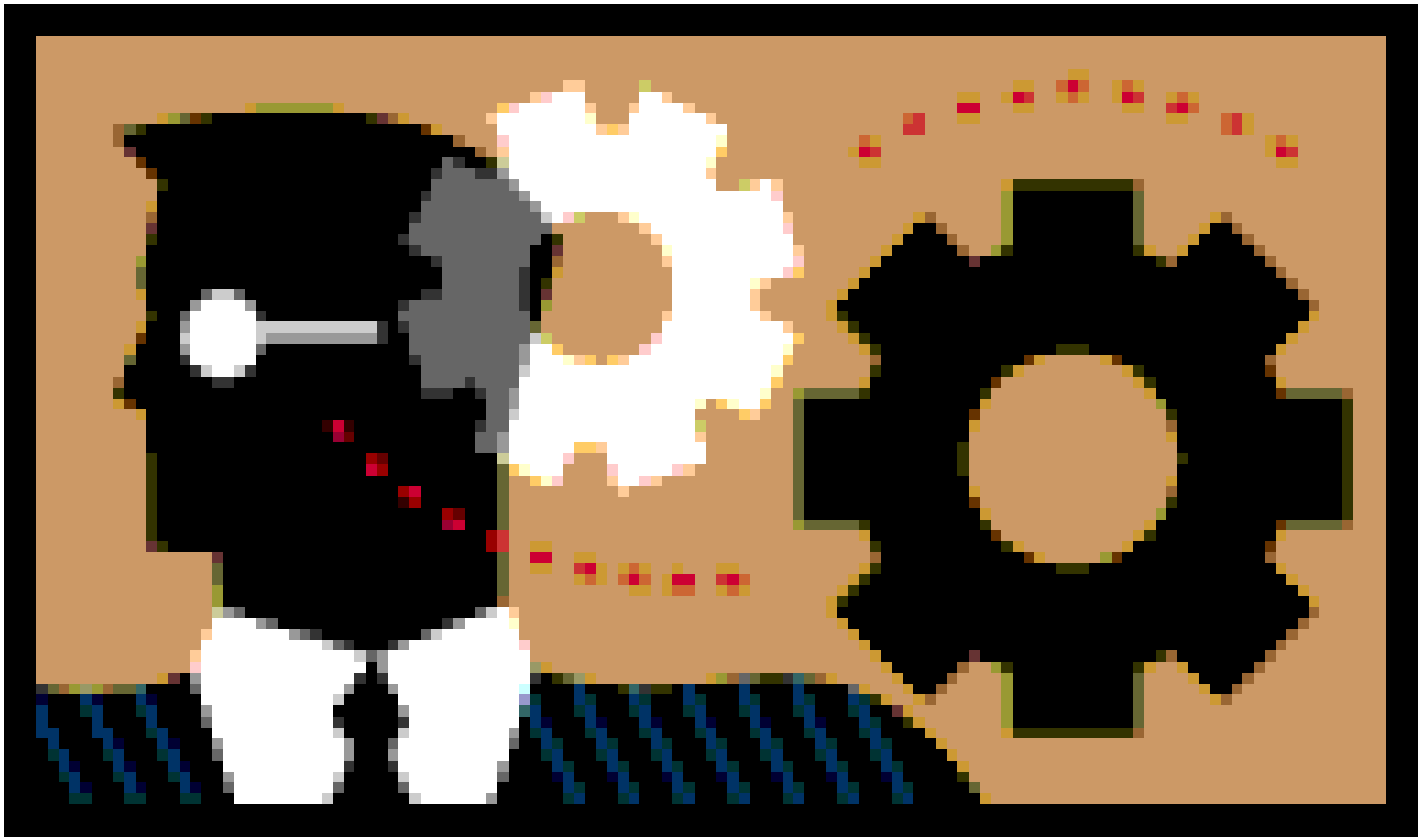
- Standards of Conduct
- Probationary Period
- Due process



Awards

- Recognize Superior Performance
- Recognize Special Achievement
- Monetary / Non-Monetary

QUESTIONS



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Labor Relations

Ms. Patricia Mather 526-1336

Labor Management Relations

- **CPAC Labor Relations Officer**
  - **Position is located within the CPAC**

- **Unions**
  - **Ft Carson AFGE Local 1345**
  - **Army Recruiting Battalion AFGE Local 2040**
  - **Pueblo Chemical Depot AFGE Local 2477 and**
    NAGE Local R-14-5

Bargaining Unit

- **Covered by collective bargaining agreements**
- **All civilians *except* . . .**
  - **Managers / Supervisors**
  - **Personnel**
  - **Professional**
  - **Time-limited**
  - **Security Guards**
  - **Auditors**
  - **National Security**

Union Membership

- Belong to union and support it with dues
- Optional / Voluntary
- No discrimination or reprisal one way or the other
- Initial one year commitment

Employee Rights

- **Form, join or assist a labor organization or refrain from doing so without fear of penalty or reprisal.**
- **Act as a union representative (steward, officer, or national representative).**

Weingarten Meeting

- **Investigative Interview**
- **Reasonably believe discipline will result**
- **Can request union representation**

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Federal Employee Compensation Act (FECA)

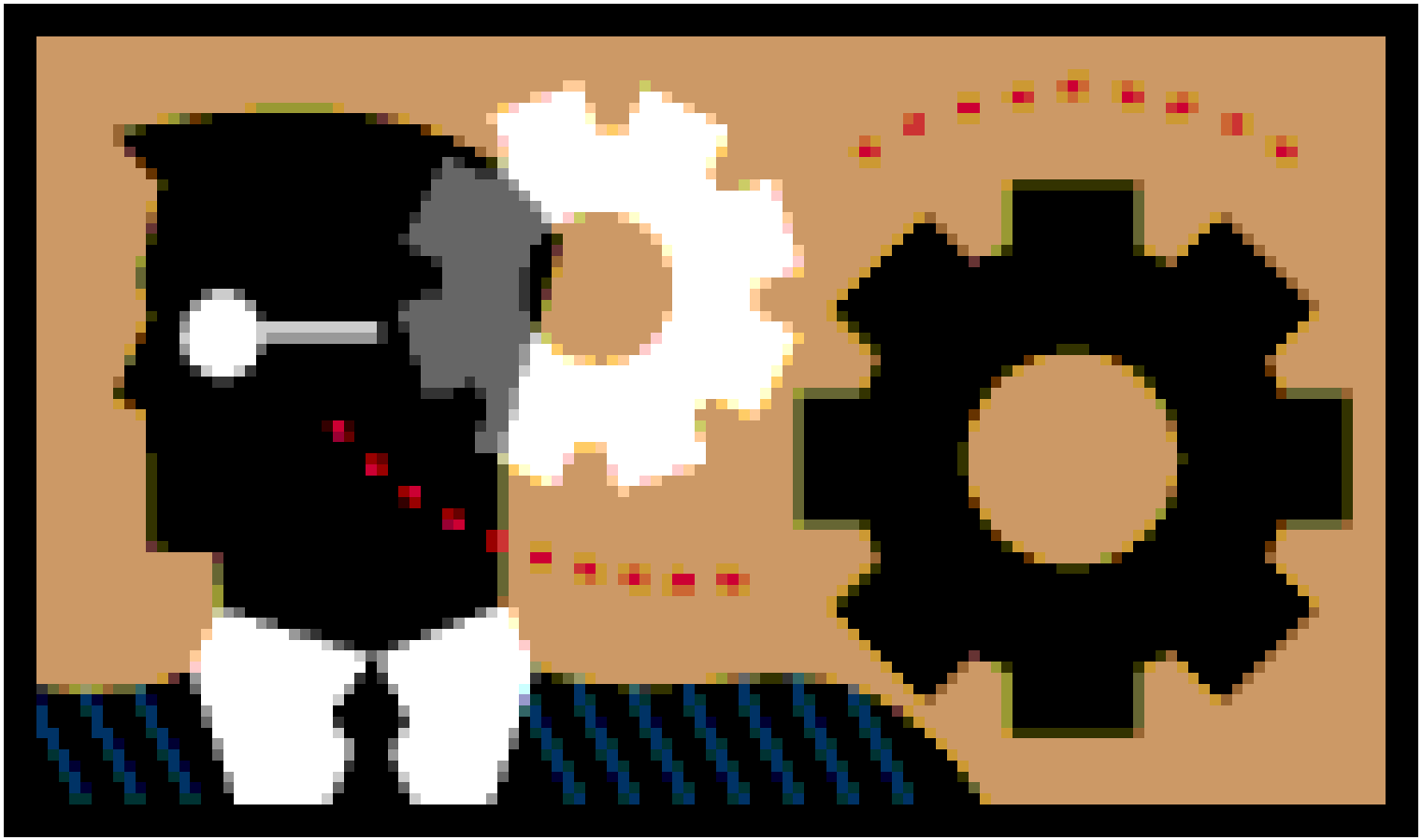
Barbara Springer
526-3004

Federal Employee Compensation Act

- FECA commonly referenced as workman's comp
- Report all Injuries
- Traumatic Injury – CA1
- Occupational Disease or Illness – CA2
- Obtain Medical Care

Http://www.cpms.osd.mil

QUESTIONS



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Personnel Systems

Edna Bergstrom
526-1777

Personnel Systems

- **Defense Civilian Personnel Data System (DCPDS)**
- **Civilian Servicing Unit (CSU)**
- **Performance Appraisal Application (PAA)**
- **Fully Automated System for Classification (FASCLASS)**
- **MyBiz/MyWorkPlace**

- **Website: http://www.carson.army.mil/CPAC/index.html**

Common Online Resources

- **CHRA home page: http://www.chra.army.mil/**
- **CPOL home page: http://acpol.army.mil/index.html**
- **OPM home page: http://www.opm.gov/**
- **PERMISS: http://cpol.army.mil/library/permiss/**
- **Benefits: https://www.abc.army.mil**
- **Army Training Requirements and Resource System (ATRRS) : https://www.atrrs.army.mil**
- **Fort Carson Learning Mgmt System (LMS): https://lms.carson.army.mil/lmssys/login/index.asp**
- **FASCLASS: https://acpol2.army.mil/fasclass/inbox/default.asp**

My Biz for *Civilian Employees*

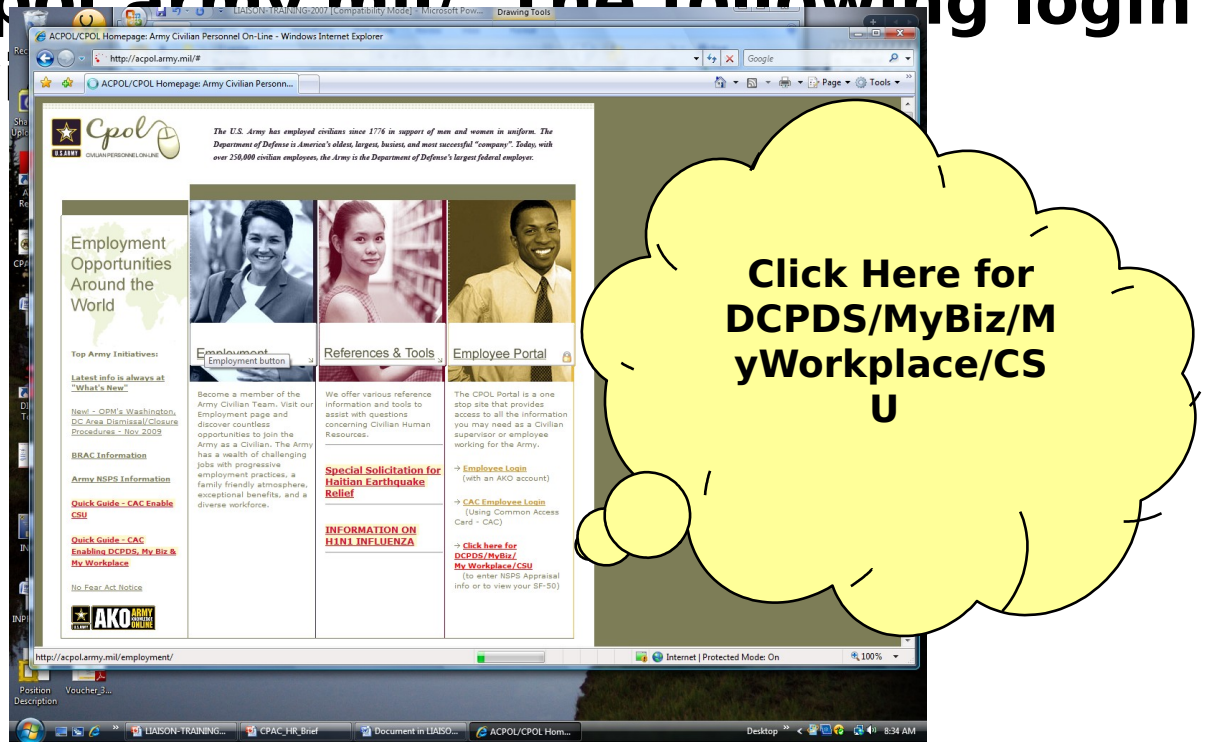
"***My Biz***" **is an Self-Service HR module that brings information from *employees'* official personnel records to their workstations, on-line, real-time and secure (restricted to ".mil" domains).**

- **Use *My Biz* to access and view information about:**
  - **Appointment**
  - **Awards and Bonuses**
  - **Benefits**
  - **Education**
  - **Performance**
  - **Personal**
  - **Personnel Actions**
  - **Position**
  - **Salary**
  - **Training**

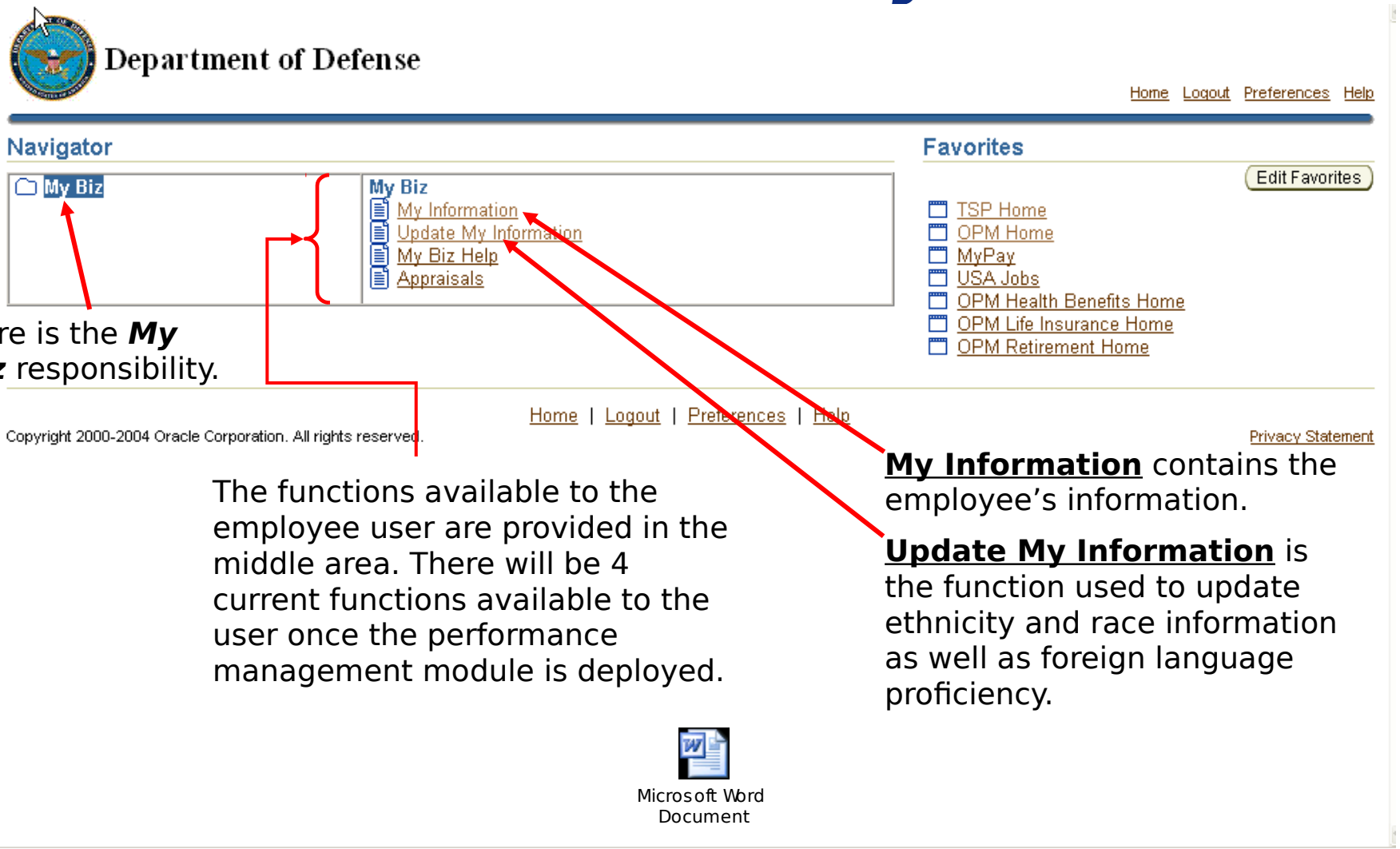
- **And you can use *My Biz* to update:**
  - **Education Information**
  - **Emergency Contact Information**
  - **Ethnicity and Race Category**
  - **Handicap Code**
  - **Language Information**
  - **Training**
  - **Work Information**
    - **Work Email Address**
    - **Employee Phone Number**

Employee Self Service Views "My Biz"

- To access *My Biz* navigate use the following link:
- http://acpol.army.mil/. The following login screen w


ACPOL/CPOL Homepage: Army Civilian Personnel On-Line - Windows Internet Explorer
http://acpol.army.mil/#
Cpol
The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.
Employment Opportunities Around the World
Top Army Initiatives:
Latest info is always at "What's New"
New! - OPM's Washington, DC Area Dismissal/Closure Procedures - Nov 2009
BRAC Information
Army NSPS Information
Quick Guide - CAC Enable CSU
Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace
No Fear Act Notice
AKO
Employment button
References & Tools
Employee Portal
Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.
We offer various reference information and tools to assist with questions concerning Civilian Human Resources.
Special Solicitation for Haitian Earthquake Relief
INFORMATION ON H1N1 INFLUENZA
The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.
Employee Login (with an AKO account)
CAC Employee Login (Using Common Access Card - CAC)
Click here for DCPDS/MyBiz/MyWorkplace/CSU (to enter NSPS Appraisal info or to view your SF-50)
http://acpol.army.mil/employment/
Click Here for DCPDS/MyBiz/MyWorkplace/CSU

Access *My Biz*



Here is the ***My Biz*** responsibility.

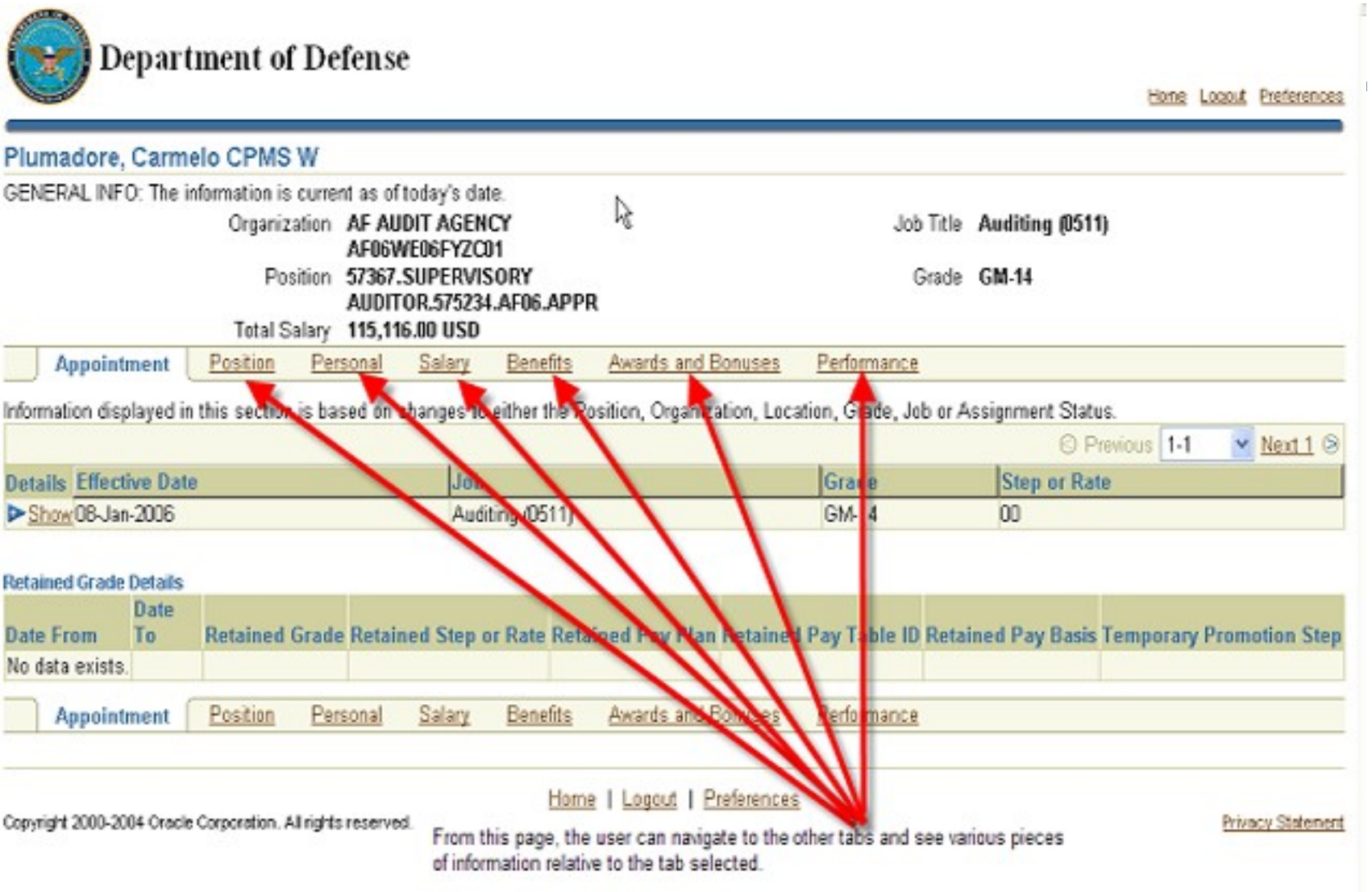
The functions available to the employee user are provided in the middle area. There will be 4 current functions available to the user once the performance management module is deployed.

My Information contains the employee's information.

Update My Information is the function used to update ethnicity and race information as well as foreign language proficiency.

Microsoft Word Document

Access Your Information


Department of Defense
Home Logout Preferences
Plumadore, Carmelo CPMS W
GENERAL INFO: The information is current as of today's date.
Organization AF AUDIT AGENCY
AF06WE06FYZC01
Position 57367.SUPERVISORY
AUDITOR.575234.AF06.APPR
Total Salary 115,116.00 USD
Job Title Auditing (0511)
Grade GM-14
Appointment Position Personal Salary Benefits Awards and Bonuses Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.
Previous 1-1 Next 1
Details Effective Date Job Grade Step or Rate
Show 08-Jan-2006 Auditing (0511) GM-14 00
Retained Grade Details
Date From Date To Retained Grade Retained Step or Rate Retained Pay Plan Retained Pay Table ID Retained Pay Basis Temporary Promotion Step
No data exists.
Appointment Position Personal Salary Benefits Awards and Bonuses Performance
Home | Logout | Preferences
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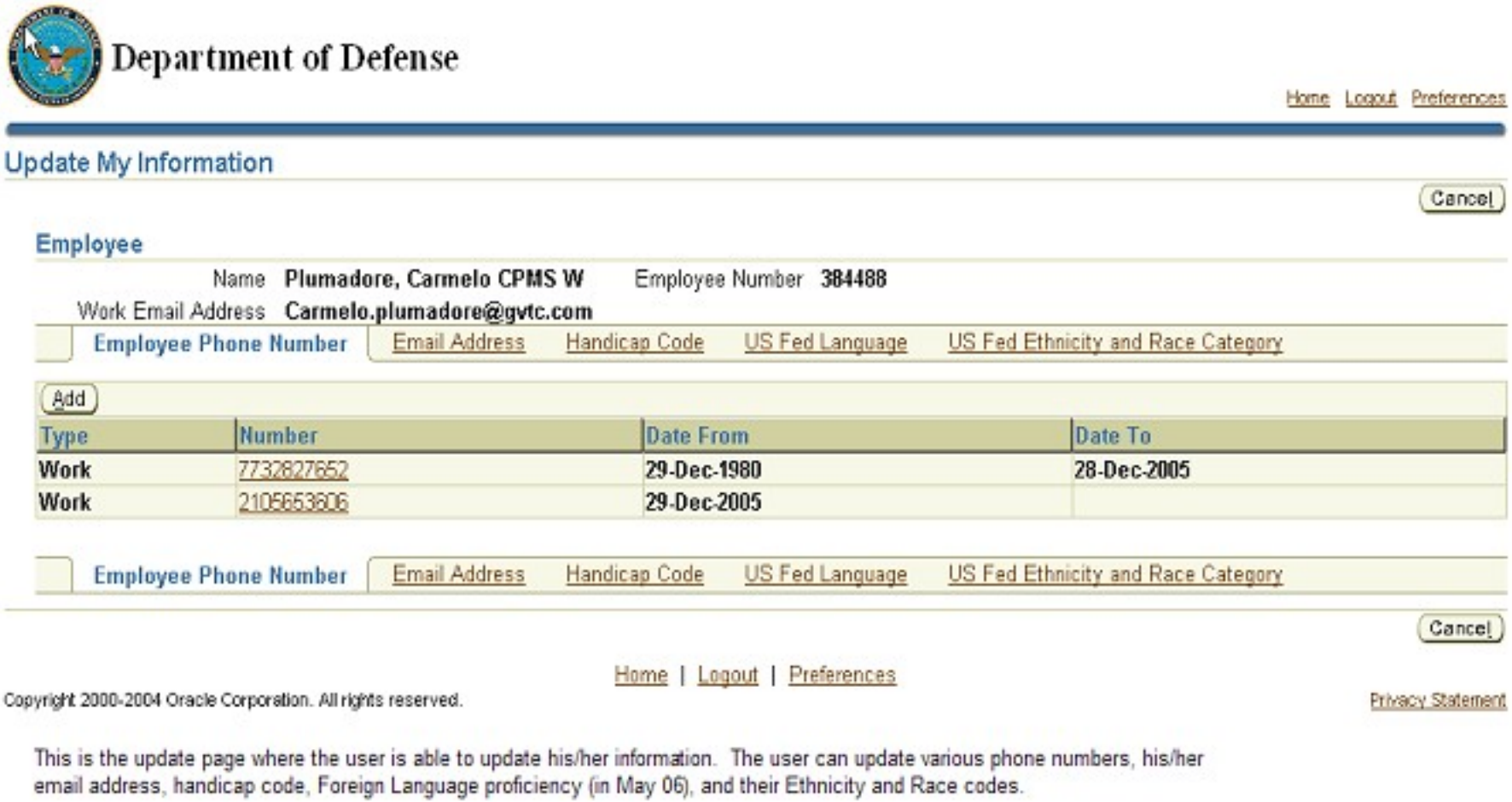
Privacy Statement
From this page, the user can navigate to the other tabs and see various pieces of information relative to the tab selected.

Update Your Information

Selecting **Update My Information** from the *My Biz* Home Page permits you to update certain personal information. Other information can be updated as well except it will not show verified. The personnel center will need the documentation required for the update.

- **Phone Number**
- **Email Address**
- **Disability Codes**
- **Race and National Origin (Ethnicity and Race Identification)**
- **Foreign Language Proficiency**

Update Your Information



This is the update page where the user is able to update his/her information. The user can update various phone numbers, his/her email address, handicap code, Foreign Language proficiency (in May 06), and their Ethnicity and Race codes.

My Workplace for Managers and Supervisors

"*My Workplace*" is a web-based self-service HR module that allows *managers* and *supervisors* access to information about their staff members.

“My Workplace” allows managers and supervisors to:

- **Establish Performance Plans**
- **Provide Feedback and appraise employee performance**
- **My Employee Information**
- **Suspense**

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Training
Edna Bergstrom
526-1777

Training Opportunities

- **Annual Review**

- **Supervisor – Employee**
  - **Take Initiative**
  - **Individual Development Plan (IDP)**
  - **Mission Related**
  - **Civilian Tuition Assistance**

http://www.ed.gov/admins/finaid/accred/index.html

Training Requirements

- **The Army's Centralized Individual Training Survey (TACITS) is the only official solicitation which recognizes the Total Army training requirements for military and civilian personnel.**

- **Army Training Requirements and Resource System (ATRRS) : https://www.atrrs.army.mil**
  - **Get an ATRRS Logon ID**

- **ATRRS access is not needed for individuals to register for online courses, nor is it needed to access courseware.**

Mandatory Training

- **On-Line training**
  - **Computer Security Awareness (Certificate given)**
  - **Ethics (Certificate given)**
  - **SEMS Awareness Training (Certificate given)**
  - **Constitution/Citizenship Day (Certificate given)**
  - **Anti-Terrorism (Certificate given)**
- **Classroom training**
  - **EEO for Managers (SF 182 Training form)**
  - **OPSEC (SF 182 Training Form)**

Training Courses

- **CES Distributed Learning (DL) Courses**
  - **Foundation Course (FC)**
  - **Action Officer Development course (AODC)**
  - **Basic Course (BC) DL**
  - **Intermediate course (IC) (DL)**
  - **Manager Development course (MDC)**
  - **Advanced Course (AC)**
- **http://www.amsc.belvoir.army.mil/academic/ces/**

Distance Education

- **Free courses available online via the Army E-Learning.**
- **2600 courses (IT, Business, Leadership and Foreign Language (Rosetta Stone)**

- **Register for the Army E-Learning Program thru ATTRS**
- **https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action?path=usarmy/UsArmyLoginAction**

Update Training Record

- **Employees can upload their own mandatory training and get supervisor approval.**
  - **Log into: CHRTAS**

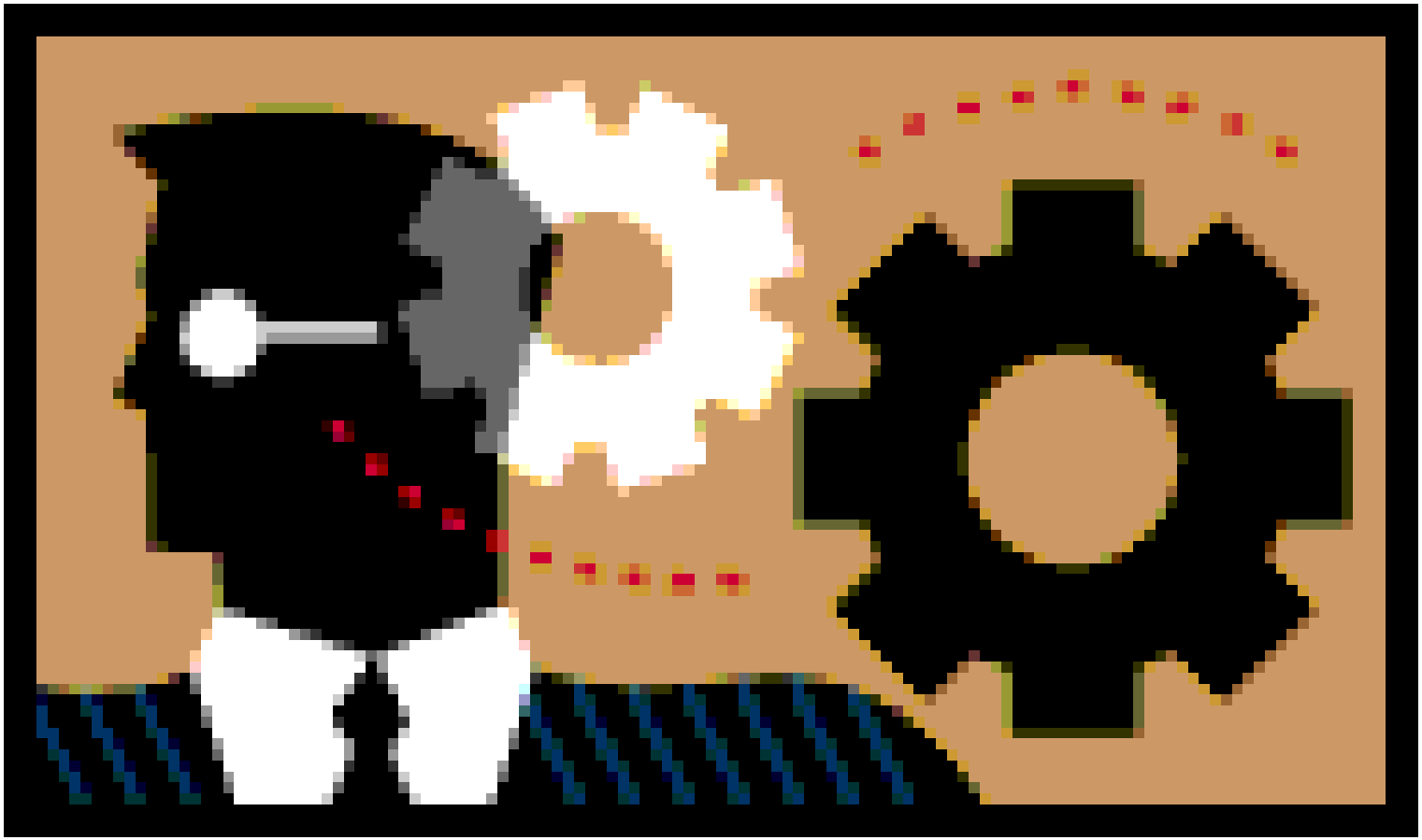
https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1

- **Training History Management**

Training Bottom-Line

- ***Mission-Related***
- ***Keep Records Updated***

QUESTIONS



Closing

- **Complete Survey**
- **Any Questions**
- **Any items we have not addressed**
- **Report for Duty**